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14 March 1955

MEMORANDUM FOR: Chief, Central Processing Branch
THROUGH : Comptroller
SUBJECT : Excessive Advances

1. Attached is an extract from a report to the Chief, Audit Staff, by his auditor serving the HA Area, and a copy of memorandum of this date to the Chief, Audit Staff.

2. You will note that the report indicates that excessive advances are being authorized to employees traveling to the field and that the employees are encountering difficulty in refunding the unused portions of such advances upon arrival in the field.

3. As indicated in the attached copy of our memorandum to the Chief, Audit Staff, authorizing advances for contingencies or emergency expenses wherein the advance is expected to be refunded rather than accounted for as covering official, reimbursable expenses is a personal advance or loan and, as such, not authorized by regulations.

4. It will be appreciated if you will bring this matter to the attention of your approving officers and request them to take appropriate measures to assure that advances approved by them do not exceed estimated reimbursable expenses to be incurred.

25X1A

Chief, Finance Division

Attachments

cc: Chief, Audit Staff
Travel Section, FD
O&L Branch, FD

FD/LEB:mct

Document 64
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Class. Changed To: TS S (C)
Auth: HR 70-2
By: 028

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